



CALIFORNIA HIGHWAY PATROL, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT: CALIFORNIA HIGHWAY PATROL,
DEPARTMENT OF

RELEASE DATE: Thursday, May 27, 2010

**POSITION
TITLE:** INSPECTOR GENERAL

FINAL FILING DATE: Thursday, June 10, 2010

CEA LEVEL: CEA 4

**EXTENDED FINAL FILING
DATE:**

**SALARY
RANGE:** \$ 9,018.00 - \$ 9,939.00 / Month

BULLETIN ID: 05042010_4

POSITION DESCRIPTION

Under the general direction of the Commissioner, the Inspector General has the responsibility to establish and direct a comprehensive program to independently review and report on the effectiveness of organizational operations and internal and management controls as outlined in the General Order 6.8, Quality Standards for Audits, Inspections, Evaluations, and Reviews. This position directly supervises a Captain, and oversees the operation of the Office of Inspector General (OIG).

This position is pending approval from the State Personnel Board and the Department of Personnel Administration.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and

methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability as demonstrated by the quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

Ability to review, evaluate, advise, and make recommendations to the Commissioner on departmental policies, programs, and operations relative to inspections and audits. Review current developments in legislation and program operations, state mandates, and executive request to develop a flexible annual audit plan using risk-based methodologies to address the needs of the Department. Provide biennial assessments on the adequacy and effectiveness of the Department's processes for controlling activities and managing risk. Report significant issues related to the processes for controlling the activities of the Department. Review major program and policy changes and developments for personnel and organizational accountability implications. Ensure compliance with state and federal governmental laws and appropriate personnel and command accountability.

Ability to formulate, implement, manage, and evaluate policy and long range planning as it pertains to internal audit and inspection activities, such as evidence and property system reviews, special program reviews, fiscal controls evaluations, recruitment efforts and application processes, overtime and grants management reviews, procurement reviews, external audit coordination, special projects and other related activities.

Ability to make recommendations to departmental management on significant issues impacting programs, such as risk management, internal control procedures, investigation and other activities to ensure compliance with laws and regulations and provide guidance regarding federal and outside agency audits of their programs. Ensure findings and observations resulting from audits or reviews are resolved as expeditiously as possible.

Manages and controls responses to inquiries and reviews by control agencies such as the Bureau of State Audits, Department of Finance, State Controller's Office, and the Legislature regarding departmental inspections and audits.

Manages the administrative functions of the Office of Inspector General to include determination of the most efficient allocation of staff resources. Establishes program priorities, development of an annual budget, and development of strategies to maximize the use of available funds.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **INSPECTOR GENERAL**, with the **CALIFORNIA HIGHWAY PATROL, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD. 678, Rev. 8-09), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications and desirable qualifications. Based on the competitiveness of the group, the most qualified

candidates may be scheduled for an interview as a part of the examination process.

FILING INSTRUCTIONS

Interested applicants must submit:

- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than five pages in length, and with a minimum of 11-point font size.
- A completed Standard State Application (STD.678, Rev. 8-09).
- A resume.

Applications must be submitted by the final filing date to:

CALIFORNIA HIGHWAY PATROL, DEPARTMENT OF, Human Resources Section
P. O. Box 942898, Sacramento, CA 94298-0001
Connie Apodaca, Manager, Examination Services | 916-843-3820 | capodaca@chp.ca.gov

ADDITIONAL INFORMATION

Applications must be received by 5:00 p.m. on June 10, 2010, the final filing date. Any applications received after 5:00 p.m. on this date, including postmarked on this date, will not be accepted. In addition, faxed and emailed applications will not be accepted.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA HIGHWAY PATROL, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>